



January 16, 2007

Dear Interested Applicant:

The City of Gaithersburg is now accepting applications for FY 2008 public service grants awarded through the U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant (CDBG) program. HUD provides grants on a formula basis to entitled cities, urban counties, and States. Since becoming a direct entitlement community for CDBG funding in FY 2004, Gaithersburg has allocated 15 percent of its annual award each year to public service projects, with awards to the nonprofit organizations selected to receive grants ranging from \$4,600 to \$20,000.

In FY 2008 (July 1, 2007 to June 30, 2008), the City expects to have approximately \$70,000 available for CDBG public service grants. We anticipate significant competition for the funds, and current grantees will receive priority in the application process. Applications, however, will also be accepted from prospective new grantees, and, in accordance with HUD regulations, faith-based organizations are eligible for CDBG funding on an equal footing with any other organization. All applications will be assessed on their merits, without regard to an applicant's religious or secular character.

If you are interested in applying for funding this year, please review the Facts in Brief, Fact Sheet and Funding Policy, Application Instructions, and Application available on the City's website at www.gaithersburgmd.gov. To access these materials, go to the Economic & Community Development page listed on the left toolbar of the home page and click on "Community Development" under "Services and Related Information." (If you would prefer to receive hard copies of the materials, please call me at (301) 258-6310 and I will mail you an application package.) After reviewing the application information, please **call me to discuss your proposed project before completing the application.**

Finally, we encourage you to attend and participate in the City's upcoming public hearings on CDBG. These meetings provide an opportunity to share ideas on housing and community development needs, discuss strategies for meeting the needs of low- and moderate-income City residents, and consider how CDBG funds should be used in the upcoming year. The first hearing will be Thursday, February 1, 2007, and Thursday February 8, 2007 at 7:00 p.m. at the Activity Center at Bohrer Park, 506 South Frederick Avenue, Gaithersburg, Maryland. Public notice of the hearing will appear in the *Gazette* on Wednesday, January 10 and Wednesday January 17, 2007. **Applications for funding are due February 28, 2007.**

Thank you for your interest in public service grants through the City's CDBG program. If you have questions about the application process or want to discuss a specific funding proposal, please feel free to call me at (301) 258-6310.

Sincerely,

Louise Kauffmann, Director of Community Development

City of Gaithersburg • 31 South Summit Avenue, Gaithersburg, Maryland 20877-2098
301-258-6300 • FAX 301-948-6149 • TTY 301-258-6430 • cityhall@gaithersburgmd.gov • www.gaithersburgmd.gov

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